


SECURITY INFORMATION

Policies & Procedures

Approved For Release 2001/04/09 : CIA-RDP79-00232A000100010010-2

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Acting Personnel Director **CONFIDENTIAL** DATE: 26 December 1951

FROM : 

SUBJECT: Escorting of Visitors in North Building 25X1A9a

1. There seems to be a difference in policy so far as escorting visitors from the reception desk to various offices within North Building is concerned. When you and I last discussed this matter you indicated that all visitors should be escorted by someone from the reception desk to whomever they are visiting.
2. Perhaps your office would want to send a memorandum to whatever individuals are concerned in this matter.

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JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 3 NO CHANGE  
 IN CLASS DECLASS CLASS CHANGED TO: TS S 6 EXT. JUST. 27  
 NEXT REVIEW DATE 84 DATE 16-5-79 REVIEWER 32936 TYPE DOC. C2  
 NO. PGS 1 CREATION DATE \_\_\_\_\_ ORG COMB 32 OPT \_\_\_\_\_ ORG CLASS K  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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☐ DECL ☐ REVW ON 16-5-89  
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SECURITY INFORMATION  
**RESTRICTED**

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UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
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REMARKS: <i>Pls determine how "Secret Service" is now being accomplished. If none - suggest you call [redacted] &amp; tell him our problems. Should be</i>							

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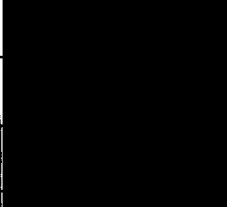

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

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REMARKS: Please review & return as soon as possible. Let's discuss it at next Out staff meeting. JBR

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FORM NO. 30-4  
SEP 1947